

BOYD SHORTHAND INSTRUCTOR

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Robert Boyd -

Boyd Shorthand

IS

A System of Shorthand in which Characters Represent Syllables

This System Greatly Simplifies the Science. It may be learned in
one-fifth of the time required for other systems.

by

Robert Boyd, B. A.

(University of Toronto)

BOYD SHORTHAND SCHOOL...CHICAGO, ILL.
LONDON BUSINESS COLLEGE....LONDON, ENG.

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**BOYD
SHORTHAND**



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PREFACE

In recommending the Boyd System of Shorthand to the public, we wish to call your attention to the fact that we are introducing a system which has revolutionized the art of shorthand writing in the phenomenally short time it has been in existence.

Ever since the days of Socrates, men have struggled to produce some system of recording words that would be so easily and accurately written, as to enable the writer to reproduce the impassioned eloquence of the world's great orators and the technical language of the busy professional and commercial world. The history of shorthand has come down to us through the ages, coupled with the names of men prominent in the world of literature, who by invention or improvement have sought to solve the mystery of quick writing.

The Boyd Shorthand is based on a principle which is entirely different from any other system. It is a system which makes characters represent syllables rather than single letters. The advantage of this will at once appeal to the thinking critic of shorthand systems. In every way the system is logical and unique. There is no other like it. It has so many new features that it can-

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not be compared with what we call the old systems. It belongs to "The Higher Education" in the front rank of better methods which modern invention and study are bringing forth. It has torn away the veil of mystery which has hitherto enveloped shorthand and has made the study clear and easy. It produces clear headed and confident writers who are not weighted down with a burden of rules with their necessary exceptions. In fact this system is what the writing world has been waiting for, and when you have examined the principle upon which it is founded, you will wonder why the principle was never before utilized for a system of writing.

The advent of this system is opportune, as stenographers are in greater demand today than they ever were, owing to the fact that men in all lines of business demand that their correspondence be typewritten, thus obviating the serious annoyance and delay occasioned by illegible handwriting.

Wm. J. MORAN.

CONTENTS

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	PAGE
Introduction	11
Five Vowel Characters.....	21
Four Consonant Characters.....	23
General Review	25
Monosyllables Ending in Vowels.....	39
Abbreviations	42
Phrases	43
Business Letters	46
Word Groups	73
Reading Exercises	79

INTRODUCTION

EVERY sound and letter in the English language is clearly and exactly differentiated in this system of shorthand which is based on the syllable. It is no more applicable to one line of business than to another, but applies with equal facility to all words common or technical. Writing is an imitation of printing, and in printing a syllable is a definite mark which admits of no variation. To base a system of shorthand on the syllable seems to be the most natural method in the production of a complete and scientific representation of words by signs.

A syllable, according to its derivation from two Greek words, means the union of two or more letters in one sound. Our words, for the purpose of clearness in spelling and pronunciation, are divided into syllables. The old notion obtained that the number of syllables in our language was very great, even tens of thousands, but this belief is a mistake. It is possible to form tens of thousands of syllables from the alphabet, but many of these syllables are difficult to pronounce and very unpleasing to the ear. The natural instincts of the human race chose only the most euphonious, and these are 112 in number, and of this number about fifty are rarely used.

There is really nothing wonderful in the fact that the number of syllables in our language is not large. Do not the ten figures, viz., 1234567890, build up all problems in arithmetic and the higher mathematics so extensive that no person has ever

reached the outer limits. The wonder is there are so many syllables, and it may interest the reader to know that about thirty-five syllables build up about three-fourths of all words in the language.

The proposal to employ characters to represent syllables at first suggests the thought that this involves the use of a vast number of characters, but nine characters arranged in different relations are sufficient to obtain the differentiation of each syllable. The characters are so arranged that when the student learns sixteen syllables he practically knows eighty. This explains how in one month the average person may attain a speed of 100 words a minute, and this speed by subsequent practice, can be extended to 200 words a minute, and the writing is read as easily as longhand.

The art of writing, from a universal standpoint, has undergone no appreciable change by way of speed or legibility through the course of its history from its earliest records. The twenty-six characters known as the alphabet in our language had their origin in the ancient Hebrew or Semitic language, which was made up of characters resembling shapes of various objects in nature. In those ancient days when thought was recorded upon skins of animals, papyrus, barks of trees and blocks of wood or stone, and when commerce had necessitated no extensive correspondence, brevity in writing was a small consideration. Present conditions, dependent upon a highly developed commerce, have produced new demands

in chirography, and our slow and irritating process of committing thought to paper suggests modification.

This system of shorthand was invented for the purpose of displacing the old cumbersome method of writing or printing. The fact that the shorthand may be read up side down almost as readily as in the ordinary manner is evidence that it is more legible than longhand which cannot be read with ease in this direction. Besides many of the distinctions in longhand are more delicate than any in this shorthand. In longhand it may be noted how the u resembles an n, the only difference between iv and w is a small dot, the a is often made like an o, the q like a g and the b like an l. This system of shorthand having no such fine distinctions is admirably adapted for taking lectures or private notes, or for correspondence between parties who know the system. For printing purposes it would eliminate much of the labor now expended, as one character would take in a number of letters instead of only one letter. Furthermore, the printing would be much more artistic, and there would be no haziness in the reading.

Any shorthand system which is based on the single letter principle may be traced back into other centuries. John Byrom, at Manchester, England, in the year 1767, published a book in shorthand where he grouped the letters according to their affinity of sound, such as p and b, t and d, k and g, f and v, s and z, m and n and so forth. I quote from his posthumous edition published in

the year 1823, page 3, as follows: "The next consonant is f or v, the latter being represented by the same marking as f by making the stroke a little thicker." The other letters are treated in a similar manner, and the student of the old method today will notice how extensively this arrangement has been copied, and that the pretension that such a system where characters represent single letters is original and modern is not supported by the evidence, and a would-be author shows little honor and respect for the labors which others endured many generations ago, when he represents such a system as his own product. To make a few insignificant changes in a short-hand system, and then claim to be the originator of the system, would be the same as changing a few bolts and washers on a fast engine and then claim to be the inventor of the engine. Characters which represent syllables belong to the modern education, and are not copied from the old barbarous complications.

It may be the opinion of the casual observer who has not had special experience in bringing about important reforms in writing, that all that is necessary is to announce the news to those who are interested and immediately the new and better is adopted and the old discarded. While this is true in regard to those who are progressive and desire to encourage advancement, it is not true in regard to a large part of the people who appear to be unable to investigate for themselves, and are exploited by unscrupulous people into studying shorthand for six months, or as long as they

can keep them, because the longer the time the more profit for the school. Charity is a thing unknown with some people, and the student is regarded as so much capital or stock dependent upon the supply and demand at the auction market. A notion that the ability to inveigle is an evidence of cleverness is intolerable. It requires great skill to pursue a straight course, while only weakness is necessary to follow a crooked one. Others are actuated by a superstitious notion that the new and better will destroy their means of support which they gain from the old. It is a strange indictment of the selfishness of the heart of man to be obliged to confess that the old method, with the failures and disappointments which have marked its trail, should have to be driven out after a conflict at the point of the sword. But with the evil there also exists the good in a larger measure, and the multitude of progressive people who believe in honor as well as profit, and who are opposed to enslaving the innocent into studying shorthand for a much longer term than is necessary deserve much credit for the good the system has done in alleviating the toil of the learner. These people are the safeguard of truth and righteousness, and upon them we depend for the stability of our civilization. The influence of these promoters of advancement will continue to grow with increasing numbers until the system finds its proper place in the world of writing.

ROBERT BOYD.

CHARACTERISTICS OF THE BOYD SHORT-HAND SYSTEM.

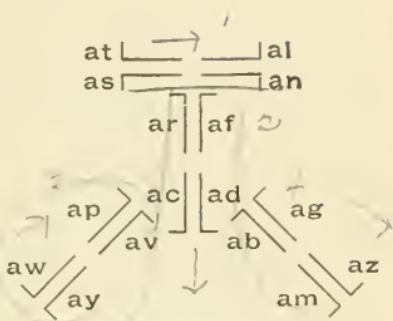
1. It is a natural and scientific system based on the syllable, and has system, simplicity, legibility, brevity and speed.
2. The number of angles is minimized.
3. Each word is a complete line.
4. The differentiations are not delicate but distinct.
5. It has only nine characters and three rules.
6. Backhand movements are not necessary in the writing.
7. Syllables occurring most frequently are represented by the most easily formed characters.
8. Characters are free from the restrictions of copy lines.
9. No shading or dots are necessary in the formation of characters.

DIRECTIONS FOR STUDY.

1. In the beginning of the study aim at accuracy, rather than speed.
2. The size of the characters should be about the same as in the Instructor.
3. Thoroughly master the "a" group of syllables before proceeding to the others, as this is the basis of all the five vowel groups.

SYLLABLES IN *A.*

Note that characters represent syllables. The character for the syllable *at* is first made downward with a short straight line and then to the right with a longer straight line, forming a right angle as shown in the accompanying design. The shorter part is one-third the length of the longer part. The letters *a* and *t* are not represented separately, but the character as a whole stands for the syllable as a whole.



The character for the syllable *as* is first made upward, and then to the right. The character for the syllable *al* is first made to the right and then upward, and the character for the syllable *an* is made to the right and then downward. Each character is made with a continuous movement, and all are relatively the same size.

The characters for the syllables *ar*, *af*, *ac* and *ad* are made downward in a vertical direction. Characters representing the syllables *ap*, *av*, *aw* and *ay* are made upward in a slanting direction at an angle of forty-five degrees. The characters for the syllables *ab*, *ag*, *am* and *az* are made downward, slanting at an angle of forty-five degrees.

WHEN YOU LEARN SIXTEEN SYLLABLES YOU KNOW EIGHTY.

NOTE that the groups *A*, *E*, *I*, *O* and *U* resemble one another, and that the consonants or last letters in them all are the same. When the *A* group is thoroughly understood all that is necessary is to change the *a* to an *e* in the *E* group, to an *i* in the *I* group, to an *o* in the *O* group and to a *u* in the *U* group. It follows that by learning the sixteen syllables in the *A* group the remaining vowel groups are known or eighty syllables in all.

The character for the *E* syllable is made up of a straight line with a hook at the end of the line.

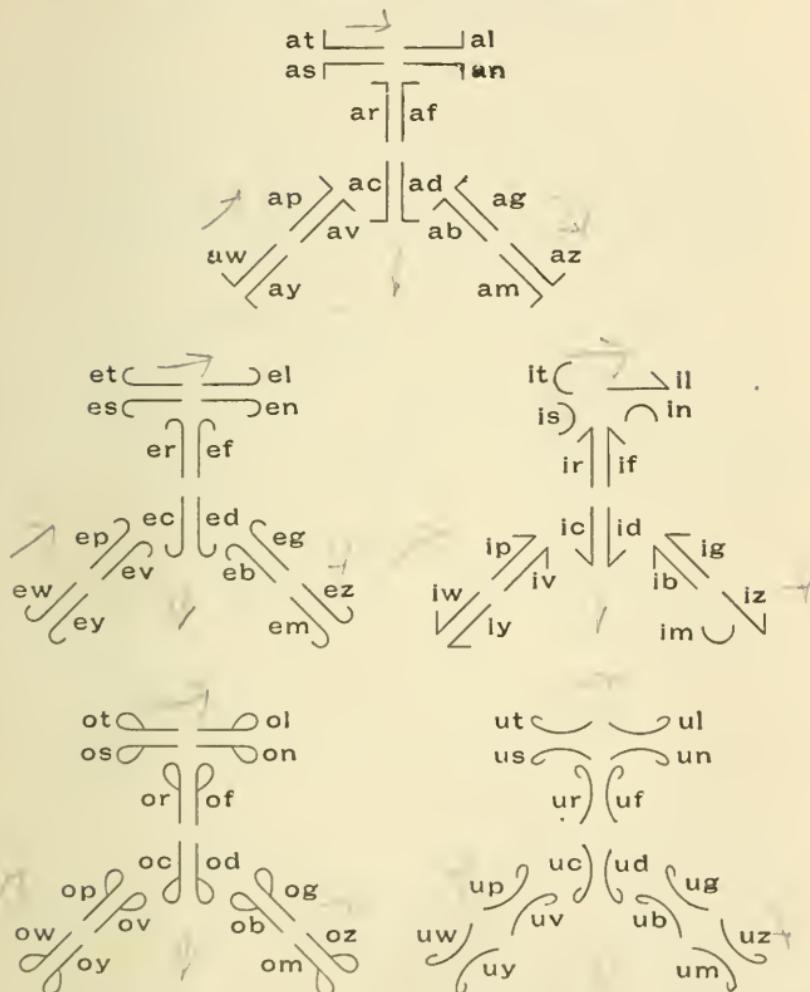
In the *I* character the angle is acute at an angle of forty-five degrees, and the outline may be made by tracing the side and diagonal of a square.

In the *O* group the character is a straight line with a loop at the end.

The *U* character is a curve with a hook inclined inwardly at the end.

In the *I* group the syllables *it*, *is*, *in* and *im* are very frequent in occurrence. For this reason these four syllables are represented by very easily formed outlines. The characters are all made from a small circle. *It* is the left half, *is* is the right half, *in* is the upper half and *im* is the lower half.

FIVE VOWEL CHARACTERS



NOTE that each character assumes sixteen different relations: *t, s, l* and *n* characters are horizontal, right movement, *r, f, c* and *d* characters are vertical, made downward, *p, v, w* and *y* characters are left oblique, upward, and *b, g, m* and *z* characters are right oblique, downward.

Exercise.

In the building up of words silent letters are omitted. The doubling of letters where only one letter is sounded is not necessary. In the word *all* the second *l* may be discarded, so also the silent letter *e* in the word *are*.

To attain speed in writing it is customary to abbreviate the word, for example, *av* for *avenue* and *ad* for *advertisement*. In the word *usual* the *us* is joined to the *ul*, the *a* being silent.

All are at 5 av.

— 7 — 5 

It is in an advertisement.

C O O — L 

All are in it as usual.

— 7 O C — ~ 

There is no need of shorter characters for arithmetical figures, as these may be written as quickly as they are pronounced in the most rapid speech.

Punctuation marks are the same as in longhand writing, as these signs are among the shortest and most legible in nature, and are not confused with any other character in the system.

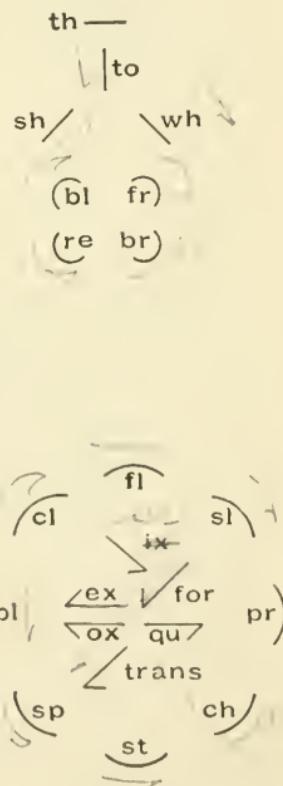
FOUR CONSONANT CHARACTERS.

The characters in the accompanying designs do not admit of sixteen differentiations as in the vowel groups and so cannot follow the same order.

The straight line for *th* is made to the right. *To* is made downward, *sh* is made upward obliquely, and *wh* is made downward obliquely. All are relatively the same length.

Characters for *bl*, *br*, *fr* and *re* are half circles, the same size as that for *it*, but are made in an oblique direction. *Bl* and *br* are made upward, and *fr* and *re* are made downward.

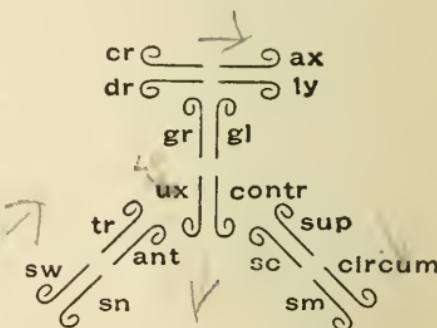
A curve expressed by one-quarter of a circle represents eight syllables. It is differentiated from the *in* character in two ways: 1. *fl* is a curve and *in* is a semicircle; 2. *fl* is twice the length of *in*. In the learning of these syllables it is well to draw the *fl* first, right move-



ment. Then *st* is drawn to the right. *Pr* and *pl* are made downward. From this arrangement the other characters are more easily placed in proper relation. *Cl* and *ch* are made upward, and *sl* and *sp* are made downward.

The characters which were displaced in the *I* group by *it*, *is*, *in* and *im* are used for *ex*, *ox*, *qu* and *ix*. The syllable *iw* does not occur in the language, and the character is used to represent *for*. The syllable *iy* does not occur in the language and the character is used to express *trans*.

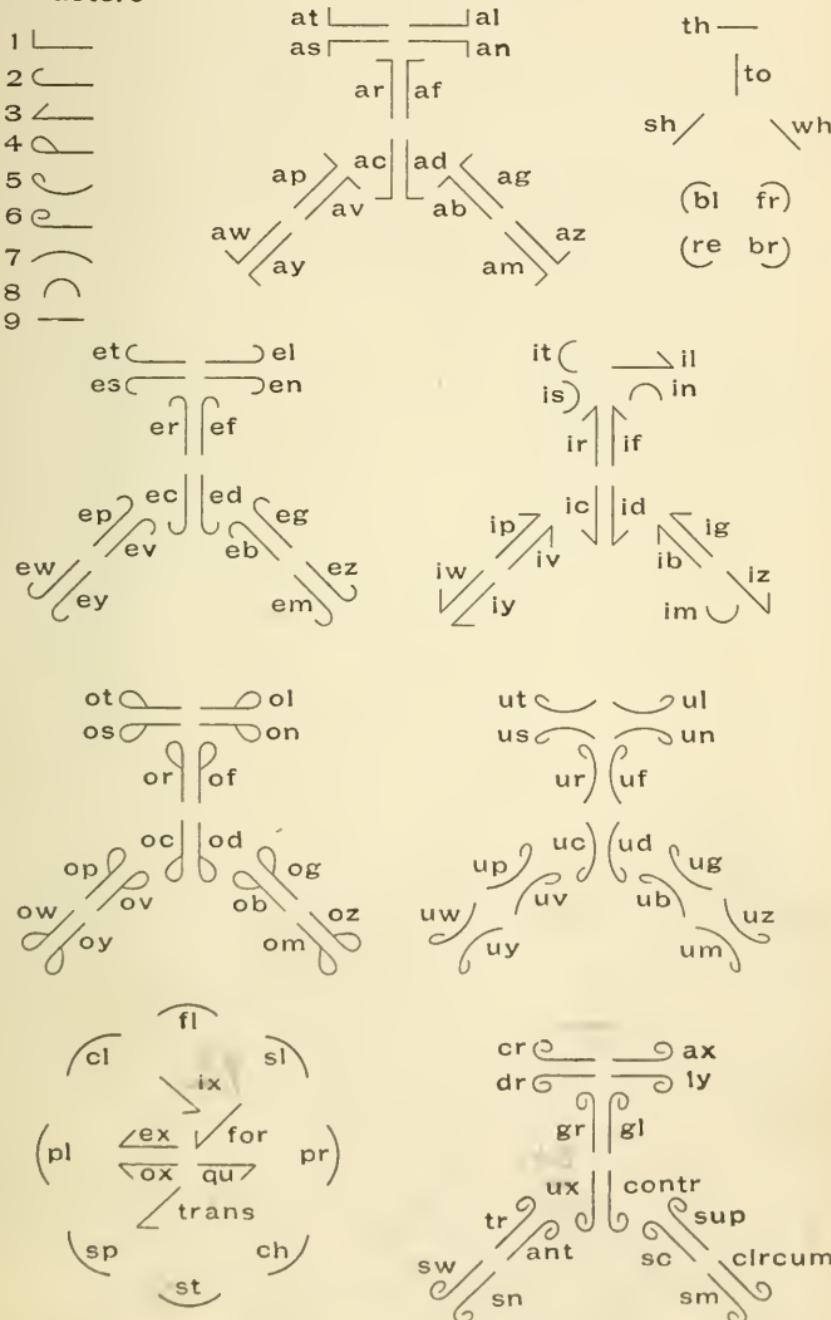
The remaining character *cr* admits of sixteen differentiations, and therefore follows the same order as the vowel groups. It is made up of a double hook, but the line does not touch itself. It is used in writing the following: *cr*, *dr*, *ax*, *ly*, *gr*, *gl*, *ux*, *contr*, *tr*, *ant*, *sw*, *sn*, *sc*, *sup*, *sm* and *circum*.



Write all the vowel groups one after the other, then the four consonant groups. These are all the characters in the system, and they differentiate all the syllables in the language.

GENERAL REVIEW

Characters



RULES

In this system of shorthand there are only three simple rules, logical and complete in their use. The first pertains to the joining of characters, the second deals with single letters and the third relates to twelve forms of words where the vowels come after the consonants. It is advisable to thoroughly understand each rule before proceeding to the following one.

RULE I.

In the joining of characters movement tends to the right upward or downward as convenience permits.

EXERCISES IN RULE I.

Exercise 1.

Practise the following exercise which shows how characters are joined in forming words:

↙ ↘ speech ↘ ↗) purple)

— — than — — ↗ ↘ close ↗

↖ ↘ inch ↗ ↗ (— plan (

↖ ↗ refer ↗ ↗ ↗ ↗ state ↗

— ↗ those — ↗ ↗ ↗ ↗ shot ↗

— ↗ then — ↗ ↗ ↗ ↗ floor ↗

Exercise 2.

Practise the following words in shorthand:

state	then	speech	floor
plan	thought	than	refer
those	shot	honor	Friday
shop	close	store	spell
clan	clock	span	stood
sheep	flood	stove	this
freight	prob	plot	steep

Exercise 3.

Write the shorthand for the following words:

plan	shot	those	store
clock	floor	close	than
state	open	shop	sheep
usual	even	this	spell

When the syllable *th* is used alone it represents the word *the*. Note that the word *our* is expressed by the syllable *ur*.)

Exercise 4.

- 1.
- 2.
- 3.
- 4.
- 5.

Exercise 4 Transcribed.

1. It is on the floor.
2. The shop is on 9th St.
3. In all probability it is in the store.
4. The stoves are at the station on 5th Av.
5. Our shop on Union Av. is closed this evening as usual.

RULE II.

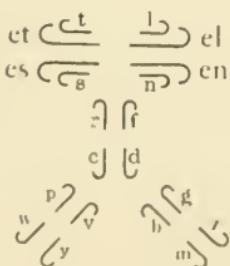
This rule deals with single letters when they do not form parts of syllables.

CONSONANTS: Of the five characters used in the five vowel groups the second character or *E* syllable is the most easily written. Therefore the *E* syllable is taken as a basis of the character for the consonants.

When the character for each syllable in the E group is reduced one-half size it represents the corresponding consonant of that syllable. For example, *t* is written one-half the size of *et*, *s* is written one-half the size of *es*, and so on for all the consonants of this group.

The characters for these letters need not necessarily be one-half size, but may be written as small as possible. The consideration is that they be distinct.

This rule embraces sixteen consonants, and they are all made from the *E* group. There is no halving in any of the other vowel groups.



VOWELS AND SPECIAL CONSONANTS.

5 Vowels

c a

ꝑ e

ꝑ i

o o

ꝑ u

5 Special Consonants

t h

J k-c

← x-ex

→ q-qu

ꝑ j-i

The character for *a* is the left half of a very small circle. *E* is formed by the union of two small curves, and is used in such words as *East* (e-st). *I* is the opposite of *a*, and *o* is an elliptical mark used in such words as *oath* (o-th). *U* is the same as *ew* as it has the same sound, for example *blue* (bl-ew).

The character for *h* is a short vertical mark about one-half the length of the character for *to*. *K* is the same as *c*, *x* has the same sound as *ex*, *q* is never used without a *u*, and so has the same character as *qu*, and *j* is the same as *i*.

EXERCISES IN RULE II.

Exercise 1.

Practise the following exercise which shows how consonants are joined to syllables in forming words:

seen rate

lit man

boy cor

ten tell

best gem

bought date

The word *and* is abbreviated to *an*, *correspondence* to *c-or* and *affairs* to *a-fr-s*.

Exercise 2

1 — {) — o — 9 .

2 () 2 — y) L — u .

3 — — e) ~ — 9 — — q p 5 —
^ — 10 — .

4 —) x s z l 5 { } —
^ .

5 — e y e — 9 | —
— e) — o — 3 2 9 4 — p s

Exercise 2 Transcribed.

1. The gem is on the floor.
2. It is probable the boy is at the station.
3. The old man bought the store on the corner of 5th Av. and 10th St.
4. All our business affairs are transacted promptly and satisfactorily.
5. The little boy brought the correspondence to the old man on the 3rd or 4th of November. /

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RULE III.

The following monosyllabic words, where the vowel comes after the consonant, are represented by the characters of the *E* group written in the regular way, and the first letter determines the syllable used. For example, in the words *be* or *by* the first letter is *b*, therefore it is the *eb* syllable that is used. In the word *do* the first letter is *d*, therefore the *ed* syllable is used, and so on for all of the words. Note that they are all made from the *E* group. The list is arranged alphabetically.

be by

no know

do due

so see

fee

tie

go

via

lie

we

me my

you

Be and *by* are written with the same character, but the context will readily show which of the words the character represents.

The halving is in the second rule only. In the third rule the characters are written full size. The word *you* is written with the *ey* character, but the letter *u* which is never used alone is written with the *eu* character. The *ey* character for the word *you* should not be used for the letter *u*.

Note that *will* is abbreviated to *il*, *with* to *w* and *from* to *fr.*

Exercise.

- 1 ✓ l c d.
- 2 — — e s v s j /.
- 3 c → v v s t c — s / → s
— t s.
- 4 ✓ v i i c c (— — — —)
e |) d.
- 5) v c e v f s — — s
— — e n —

Exercise Transcribed.

1. We do see you.
2. The old man bought my shop.
3. You will go with me to see the show this evening at 7 o'clock.
4. We hope to hear from you as soon as possible in regard to our correspondence.
5. Our store is lit by electricity generated at the power station on East Vine St.

ABBREVIATIONS

It is a general principle in writing that a greater speed may be obtained by shortening a word. In abbreviating opportunity is given for the exercise of individual judgment in some words. The word *manufacturing* may be written *manuf*, *mnfg* or *mfr*. It is well to choose that form which will express the best outline in shorthand. A form different from that found in the word itself may be used, such as, *oz* for *ounce* and *no* for *number*. The usage which obtains in ordinary practice is to abbreviate by syllables rather than by letters, for instance, *exam* for *examination*. This system of shorthand being based on the syllable, follows the natural method of shortening words as practised in ordinary writing, thus obviating the necessity of learning special contractions or long lists of word signs. The most frequent method of abbreviating is the selection of the first or first two syllables of the word.

It may be noted that an abbreviated word may have various relations, and the forms being different parts of speech are readily distinguished. For example, *prob* may mean *probable* or *probability*. In the sentence, *It is prob* it would be *probable*, while in the phrase *in all prob* it would be *probability*.

PHRASES

Phrasing is the joining of two or more words which come together frequently in groups. In a long phrase it may be necessary to represent only the most prominent words, such as, *we receipt letter* for *we are in receipt of your letter*. It may be noted that in every business certain combinations of words peculiar to the trade are very frequent in occurrence, and advantage may be taken of this to form special phrases. It appears that the lifting of the hand in writing retards speed, and in so far as words are combined in groups to that extent will speed be facilitated.

All words may be written together, but if phrasing were carried too far there might be difficulty in separating the words in transcribing. It is well to combine words as much as possible so long as the reading is distinct.

EXERCISE.

have av	↗	con, com, come special mark	✓
reply re pl	↖	accommodation	↖
your y	↖	a com	↖
inquiry in qu	↖	people p pl	↖
that double th	—	inclosed	↖
institution	↖	in el os	↖
which $\frac{1}{2}$ wh	↖	catalog c at	↖
what $\frac{1}{2}$ wh	↖	find f in d	↖
situated s it	↖	further fr th	↖
part pr)	information	✓
ty same as y	↖	in for	↖
city c ty	↖	receive re c	↖
thoroughly	↖	immediate im ed	↖
ample am pl	↖	attention	↖
		at en sh	
		yours y	↖
		true tr u	↖
		truth tr th	↖

PHRASES.

it is	○	refer to	↷
is it	⤒	to the	⤓
by the	⤓	we refer	⤓⤓
this is	⤓	you refer to	⤓⤓
is the	⤒	of the	⤓
this is the	⤓	will be	⤓
we have	⤓	in the	⤓
to your	⤓	we hope	⤓
in reply	⤓	we hope to	⤓
up to	⤓	to be	⤓

BUSINESS LETTERS

7 ✓ - 7 | ~ 7 7
2 L 4 - ~ — — ~ '
4) 2 ~ ~) L
8. o 7 h - - >
5 ✓ 300 (.
2 ~ ~ L ↗ h 2
✓ ' J ↗ ~ . —
2 → 5) 5 ↗
✓ - 7 h
9

Dear Sir:

We have the honor to state, in reply to your inquiry of the 4th inst., that the institution which you refer to is situated in the best part of the city. It is thoroughly up to date, and has ample accommodation for 300 people.

In the inclosed catalog you will find further information which we hope will be satisfactory. All inquiries will receive our immediate attention.

We have the honor to be,

Yours truly,

EXERCISE

ent special mark	^	accept ac ep	↑
gentlemen g ent	~^	offer of er	ρ
ay same as a	c	reason re s on	ρρ
conversation con v er	√~	already al re	τ
day d a	b	however ow ev	σ
proposition pr op	ρ	tenant t en	∫
rent r ent	~^	assist as st	∫
office of ic	ρ	far f ar	ℓ
wish w sh	✓	may m a	δ
confer con fr	√~	made m	ς
agent ag t	↖	make m	ς
regard re g	ℓ	can e	ʃ
matter m tr	ℓ	under un d er	τ~
beg b eg	↖	present pr es	τ
able bl	~	circumstances circum st	τε
unable un bl	↖	soon s on	ρ

PHRASES.

in regard	~	to hear	h
we wish	✓	from you	o
in reference	~	hear from you	z
may be	o	to hear from you	h o
be able	?	have you	✓
may be able	o~	in our	g
we may	o	I am	r
it may be	o~	so far	c
we can	o	at the	l
can do	o	at an	l

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3 7 9 11 13 15 17 19 21 23 25 27 29 31 33 35 37 39 41 43 45 47 49 51 53 55 57 59 61 63 65 67 69 71 73 75 77 79 81 83 85 87 89 91 93 95 97 99 101 103 105 107 109 111 113 115 117 119 121 123 125 127 129 131 133 135 137 139 141 143 145 147 149 151 153 155 157 159 161 163 165 167 169 171 173 175 177 179 181 183 185 187 189 191 193 195 197 199 201 203 205 207 209 211 213 215 217 219 221 223 225 227 229 231 233 235 237 239 241 243 245 247 249 251 253 255 257 259 261 263 265 267 269 271 273 275 277 279 281 283 285 287 289 291 293 295 297 299 301 303 305 307 309 311 313 315 317 319 321 323 325 327 329 331 333 335 337 339 341 343 345 347 349 351 353 355 357 359 361 363 365 367 369 371 373 375 377 379 381 383 385 387 389 391 393 395 397 399 401 403 405 407 409 411 413 415 417 419 421 423 425 427 429 431 433 435 437 439 441 443 445 447 449 451 453 455 457 459 461 463 465 467 469 471 473 475 477 479 481 483 485 487 489 491 493 495 497 499 501 503 505 507 509 511 513 515 517 519 521 523 525 527 529 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Gentlemen:

In reference to our conversation of this day in regard to your proposition to rent an office at 9 East 43rd St., we wish to state that we have conferred with our agent in regard to the matter, and we beg to inform you that we are unable to accept your offer for reasons already stated. It is, however, our wish to have you as our tenant and to assist you in so far as we may be able to do so. The proposition we made you is the best we can do under the present circumstances.

Hoping to hear from you soon, we are,

Yours respectfully,

EXERCISE.

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Dear Sir:

We wrote you on the 5th ult. in reference to a matter connected with Messrs. Stowe & Co. of your city, and we regret to state that, up to date we have not received any reply. The information we request is exceedingly necessary at the present time, and we hope to hear from you at an early date.

We had the pleasure of a visit from your representative a few days ago, when he showed us a sample of your goods, and it is quite probable that in the near future we will place a large order with you.

With great respect, we remain,

Yours very truly,

EXERCISE.

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PHRASES.

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would say	⌇	do not	⌇
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Gentlemen:

In reply to your letter of the 17th inst., we would say that the party you mention is doing business at No. 109 West 12th St. in this city.

We regret very much that when we wrote you in regard to the financial standing of the firm of W. G. Hope & Co., we did not receive an immediate reply. We have had an opportunity to do considerable business with this firm, but we do not wish to enter into business relations with them without being amply secured.

Trusting that we have not inconvenienced you in the matter, we beg to remain,

Very respectfully yours,

EXERCISE

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PHRASES

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My Dear Sir:

In our Association at South Point there are about one thousand members who carry on a large wholesale business in hard and soft coal. We are informed that you are supplying the Northern Electric Co. with soft coal for manufacturing purposes. We are further informed that this company is furnishing a part of this coal to their employees and others. We wish to call your attention to the fact that, under the present circumstances, this is against the rules of the Association, and we hope that you will take immediate steps to relieve the situation which is becoming almost intolerable to the retail dealers at South Point.

Kindly let us hear from you at your earliest convenience in reference to the matter and oblige.

Respectfully yours,

My Dear Friend:

On March 14th, we made what we thought to be a satisfactory adjustment with reference to the shipment which we recently sent to you, and which was short one stove. We also asked you to have the agent make a notation on your freight bill to the effect that the stove was missing. Not having heard from you we are again writing you as we need your assistance in order to settle the matter.

Should the agent for any reason refuse to make such a notation kindly state that fact on the reverse side of this sheet and mail to us in the inclosed stamped envelope.

Thanking you for past favors and trusting that we may have your future patronage, we remain,

Sincerely yours,

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Dear Madam:

We are in receipt of your valued favor of recent date, and we regret very much our error in handling your first letter. If you have not received a satisfactory statement up to this time, kindly advise us as soon as possible giving a complete restatement of all the facts in the case. We shall be pleased to take the matter up very carefully, and we will guarantee to give your letter our very best attention. Be sure to use the inclosed envelope when writing to us again should you find it necessary to do so.

Assuring you that we wish to make all your transactions entirely satisfactory to you, we beg to remain,

Yours very respectfully,

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My Dear Friend Allen:

On the 9th inst. we mailed you an order for goods
as follows:

12 gross No. 6 patent penholders

3 gal. axel oil

1 box refined soap

4 doz. lead-pencils

5 brl. flour (xxx)

Awaiting your reply, we are,

Yours cordially,

Dear Miss Jcnnes:

In reply to your favor of the 2nd inst. we have
pleasure in sending you, under separate cover, a copy
of our latest catalog. From the prices marked we will
make you a discount of 7 1/2%, and an additional dis-
count of 2% for cash in ten days.

Very respectfully yours,

LONG AND SHORT VOWELS

It may be observed that the letter *i* in the word *win* is short in sound, and that when it becomes long the word *wine* is formed, the *e* showing that the preceding vowel is long. Other words are *man* and *mane*, *sit* and *site*, *mit* and *mite* (might) and so forth. In shorthand the long vowel is distinguished by a short horizontal line near the syllabic character which is long in sound. In ordinary writing it is not always necessary to show the long vowel as the meaning may be inferred from the sense, but in writing a list of words it would be necessary to show the distinction.

SPECIAL MARKINGS

There are a few special markings where various contrivances are used, and one way appears to be as good as another. To express a capital letter a line or two lines may be drawn under the short-hand word. A dollar sign may be expressed by a dot above the figure or between the dollars and the cents. A paragraph may be represented by an *x* or two short lines parallel and close together, or by a new line with a space at the beginning as in ordinary printing. The word *thousand* may be expressed by *th* and the word *million* by *m* when they come after figures.

WORD GROUPS
AND
REVIEW EXERCISES

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ꝫ	ꝫ	ꝫ	ꝫ	ꝫ	ꝫ
ꝫ	ꝫ	ꝫ	ꝫ	ꝫ	ꝫ
15	ꝫ	ꝫ	ꝫ	ꝫ	ꝫ
ꝫ	ꝫ	ꝫ	ꝫ	ꝫ	ꝫ
ꝫ	ꝫ	ꝫ	ꝫ	ꝫ	ꝫ
ꝫ	ꝫ	ꝫ	ꝫ	ꝫ	ꝫ
20	ꝫ	ꝫ	ꝫ	ꝫ	ꝫ

ent	ant	able	unable	apply	application
bay	day	ability	inability	law	lawsuit
gay	hay	did	done	jury	perjury
lay	delay	would	could	judge	judgment
5	may	let	lot	act	action
	pay	near	nor	promise	premise
	payment	mere	more	walk	talk
	non-payment	ever	over	enough	tough
	unpaid	self	myself	prior	period
	prepaid	ourselves himself		caution	precaution
	ray	herself	yourself	concern	concession
10	say	itself	themselves	though	through
	play	selfish	self-control	whole	while
	gray	word	work	meanwhile	to-day
	away	worth unworthy		to-night	to-morrow
	such	trustworthy	worthless	together	toward
15	cannot	worse	world	half	often
	cancel	worry	worn	advise	advantage
	which	part	particular	advance	return
	what	party	parties	said	aforesaid
20	they	took taken			
	made				
	want				
	took				
	taken				

no	know	occasion	auct- ion	facility	object
known	know- ledge	co-operation	co-partner	defer	differ
nothing	ack- nowledgment	hither	hitherto	difficult	def- inite
nobody	notion	therefore	there- of	defendant	desire
5	hence	book	book-keeper	nevertheless	
	forth	strict	instruct	whatsoever	
once	twice	neglect	salary	whatever	somewhat
announce	bet- ween	duplicate	cont- ents	contract	contrary
couple	double	due	duly	control	controv- ersy
troubl	le lost	estate	establish	country	counter- feit
10	most	list	lest	count	county
	cost	least	charge	council	counsel
true	issuc	during	durable	transit	transfer
sue	clue	signature	rec- ommend	transform	trans- late
tuition	ruin	behind	prohibit	end	endeavor
ensue	pursue	hath	rush	rend	render
15	joy	view	review	endure	endorse
	enjoy	escape	engage	prove	approve
point	choice	thing	anything	appropriate	
appoint	toil	something	anyone	approximate	
soil	coil			apprise	appear
void	avoid			rely	reliance
20	noted				
	notice				

READING EXERCISES

1

✓ f. - } $\bar{z} \sim \sigma_{8.25}$) σ
 $\sim p_{8.35}$ $\Gamma \wedge c.$
 $\rightarrow \gamma \{ \rightarrow \) $\sim$$

7 2 6

Y I. L. C.
22.1. C.

7 9 ↗
 → w i b l ↗ 7:30 c. 5.7
 7 2 3 7 ↗ { a - a e
 \ ~ s - - 3 ✓ 4
 | s - n - v \ ↗ - 3.0 4
 h ~ h 4 a a 1
 → - n 4 2 1 v . v
 7 v ↗ - a e ↗ 0 1 c
 3 9 3 0 a - l ↗ c l
 9. 7 4 2 , 9 2 6
 0 \ - 7 - 8 v ↗ > 4
 0 3 - 9 | 3 c 7 9 2
 \ , 7 ↗ c c 7 - 1
 7 ↗ - b - b ↗ 0 6 5
 7 8 9 .
 - v s a a c v 7
 p - n 9 - v p 3 7

7 2 5 1 0 8 4 6
 1 4 0 2 6 1 4 5 8.
 3 2 4 5 6 7 8 9
 2 3 4 5 6 7 8 9
 0 5 6 7 8 9 0 1
 3 4 5 6 7 8 9 0
 1 2 3 4 5 6 7 8.
 2 3 4 5 6 7 8 9
 1 2 3 4 5 6 7 8.
 3 4 5 6 7 8 9 0

9

7 2 5 1 0 8 4 6
 "3 7" 1 0 8 4 6 2 5
 0 1 2 3 4 5 6 7

9

4 5 6 7 8.

1

3

✓ 7 5. 5.

h

to s v i o o l o s

, u r o b o f

v c w n t c - a 3

^ v v u o b y

j s f n z o v

2 - j v e n

2. 2 o v l o

- b w o o v r e

n o c - t ^ l o d

{ o - g w . v q -

e n a | y n

i v o v l o }

9

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eu = 7 = ~~less, less~~

et = ~~on, on~~

o - t = ~~mid~~

et = e = ~~tie~~

+ = e = ~~below, below, taking, to~~

eu = p = ~~over, over~~

u = r = ~~very~~

eu = o = ~~over~~

u = e = ~~with~~

eu = 6 = ~~you~~

u = 8 = ~~young, young~~

Special Characters

^ = accent, tone at =

\ = consonant, consonant, et

/ = a, it, a, a

> = int, int, int

~ = less, less, less

! = ~~one~~

= ~~long - very~~

- = ~~more~~

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